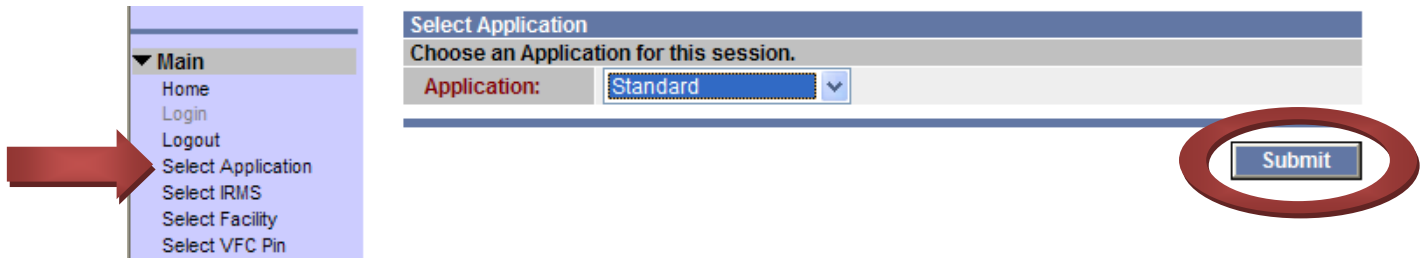


## Editing/Deleting Vaccines in VacTrAK

1. Once logged into VacTrAK, please select the standard application. To select the application, under the left-hand menu, click on the **Select Application** prompt. Select **Standard** from the drop-down menu, and then click **Submit**.

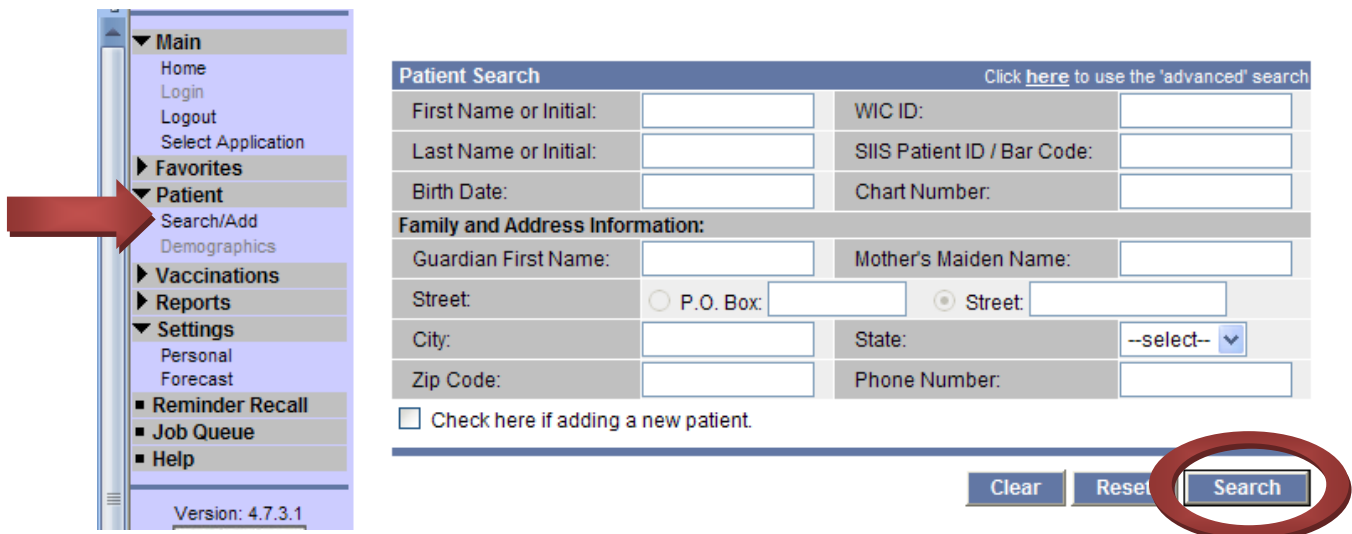


**Select Application**  
Choose an Application for this session.

Application: Standard

**Submit**

2. Start by clicking on the **Patient** section for the menu to expand it and selecting the **Search/Add** option. The easiest way to search for a patient is to type in their first initial, last initial and date of birth and click the **Search** button.



**Patient Search** [Click here to use the 'advanced' search](#)

First Name or Initial:  WIC ID:

Last Name or Initial:  SIIS Patient ID / Bar Code:

Birth Date:  Chart Number:

**Family and Address Information:**

Guardian First Name:  Mother's Maiden Name:

Street:  ☐ P.O. Box:  ☐ Street:

City:  State: --select--

Zip Code:  Phone Number:


☐ Check here if adding a new patient.

**Clear** **Reset** **Search**

3. Select the patient you were searching for by clicking on the arrow next to the correct patient's name.

Patient Search Results							
Records Found = 154		Search Criteria: Last Name (Exact)					
Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
	AARON	J	TESTING	01/15/1975	938265		
	AARON		TESTING	02/07/1986	927275		
	ABIGAIL	JOYCE	TESTING	03/24/1986	927607		
	ADAM		TESTING	02/23/1986	927460		
	ADDISON		TESTING	04/19/1986	927633		
	AIDEN		TESTING	02/24/1986	927243		
	ALEXANDER	ELLEN	TESTING	01/13/1986	927250		

4. The Patient Demographics page will appear. To view this patient's immunization record, expand the **Vaccinations** menu on the left and click on **View/Add**.



Patient Demographics			
<b>Patient</b>			
First Name:	ADDISON	Race:	
Middle Name:		Ethnicity:	
Last Name:	TESTING	Language:	
Suffix:		SSN:	
Birth Date:	04/19/1986	Medicaid:	
Birth File #:		Multiple Birth:	1 of 1
Age:	23	Military:	
Block Recall:		Recall Attempts:	0
Gender:	FEMALE	Inactive:	
Mother Maiden Nm:		VFC status:	(ineligible)
<b>Addresses</b>			
Primary:		Secondary:	
Phone Number:		Phone Number:	
Country:	United States	Borough/Census Area:	

- If you wish to edit one of the vaccinations, simply click on the date for the vaccine you wish to change.

*Note: You will only be able to change or delete vaccinations that your facility entered. These records will show in blue.*

The screenshot shows the 'Vaccinations' section of the software. On the left is a navigation menu with options: View/Add, Forecast, Summary, Add Anonymous, Reports, Settings, Reminder Recall, Job Queue, and Help. The main area displays a table of vaccination records. At the top, it says 'C - Confidential Services )' and 'Documented By: ADULT CARE'. Below this, a prompt says 'Double-click in any date field below to enter the default date: 10/20/2009' with a calendar icon. The table has columns for Vaccine, 1, 2, 3, 4, 5, and 6. The 'Novel H1N1,Nasal' row has the date '10/20/2009' in the '1' column, which is circled in red.

Vaccine	1	2	3	4	5	6
Influenza Split	10/20/2009					
Novel H1N1,Nasal	10/20/2009					
DT (Pediatric)						
DTaP						

- By clicking on the date, the **Vaccination Detail** screen will appear. It is from here that you can view, edit or delete the record for the vaccination. By clicking on the **Edit Record** button, you can change the certain information recorded for the vaccine.

The screenshot shows the 'Vaccination Detail' screen. It contains a table with the following fields and values:

<b>Vaccine:</b>	Novel H1N1,Nasal
<b>Date Administered:</b>	10/20/2009
Historical:	No
Confidential:	No
Manufacturer:	MEDIMMUNE, INC.
Lot Number:	HNT1234
Lot Facility:	ADULT CARE
Publicly Supplied:	Yes
Vaccinator:	
IRMS:	1079 - TEST H1N1 FAMILY PRACTICE
Facility:	ADULT CARE
Anatomical Site:	
Anatomical Route:	
Volume (CC):	
VFC Status:	
Adverse Reaction:	
Region:	4
Dates of VIS Publications:	
Date VIS Form Given:	10/20/2009
Comments:	

At the bottom of the screen, there are four buttons: 'Cancel', 'Edit Record', 'Delete Record', and 'Add/Edit Adverse Reactions'. The 'Edit Record' button is circled in red.

- The VFC Eligibility Update screen will appear. Since the H1N1 vaccine has been supplied for everyone, select ineligible from the dropdown list and click the Continue button.

- The changes that can be made in the **Vaccination Detail Edit** screen include: the vaccine lot information, who vaccinated the patient, and the anatomical site and route. Click the **Submit Changes** button in the lower right-hand corner to save the changes that you made.

9. If the vaccination date or vaccine administered needs to be changed, you will first need to delete the incorrect vaccination. To do this, click the **Cancel** button to retrace your steps back to the previous **Vaccination Detail** report. Once there, click the **Delete Record** button.

Vaccination Detail	
<b>Vaccine:</b>	Novel H1N1,Nasal
<b>Date Administered:</b>	10/20/2009
Historical:	No
Confidential:	No
Manufacturer:	MEDIMMUNE, INC.
Lot Number:	HNT1234
Lot Facility:	ADULT CARE
Publicly Supplied:	Yes
Vaccinator:	
IRMS:	1079 - TEST H1N1 FAMILY PRACTICE
Facility:	ADULT CARE
Anatomical Site:	
Anatomical Route:	
Volume (CC):	
VFC Status:	
Adverse Reaction:	
Region:	4
Dates of VIS Publications:	
Date VIS Form Given:	10/20/2009
Comments:	

Cancel Edit Record **Delete Record**  
Add/Edit Adverse Reactions

10. By clicking on this button, it will take you to the final screen, to verify you do want to delete this record. Click the **Delete Record** button on the bottom right hand corner to remove this incorrect entry.

Patient			
Name:	ADDISON TESTING	SIIS Patient ID:	927633
Date of Birth:	04/19/1986	Age:	23 yrs
Guardian:		Status:	Active

Vaccination Detail	
<b>Vaccine:</b>	Novel H1N1,Nasal
<b>Date Administered:</b>	10/20/2009
Historical:	No
Manufacturer:	MEDIMMUNE, INC.
Lot Number:	HNT1234
Lot Facility:	ADULT CARE
Publicly Supplied:	Yes
Vaccinator:	
Deleting Facility:	ADULT CARE
Anatomical Site:	
Anatomical Route:	
Adverse Reaction:	
Region:	4
Dates of VIS Publications:	
Date VIS Form Given:	10/20/2009
Comments:	

Cancel **Delete Record**

If you are sure you wish to delete this vaccination, click 'Delete'.  
 If you do not want to delete this vaccination, press 'Cancel'.

11. To enter the correct vaccination information, find the correct vaccine listed, click on the next available box, and add the correct date in a MMDDYY format. Once the date has been added, click on the **Add Administered** button in the lower left-hand side of the vaccination report.

*Note: You may also return to the Mass Immunization Module to enter the correct vaccination.*

Meningococcal Conjugate (MCV)						
Novel H1N1,Injectable, 18+ Yrs						
Novel H1N1,Injectable, 36+ Mos						
Novel H1N1,Injectable, 48+ Mos						
Novel H1N1,Nasal	10/21/2009					
Novel H1N1,Presv Free, 18+ Yrs						
Novel H1N1,Presv Free, 36+ Mos						
Novel H1N1,Presv Free, 48+ Mos						
Novel H1N1,Presv Free, 6-35 Mos						
Pneumococcal(PCV)						
Pneumococcal(PPSV)						
Rotavirus, pentavalent RV5						
Td (Adult)						
Tdap						
Varicella						
--select--						
--select--						
--select--						

<
|||
>

Add Administered

Clear

Add Historicals

12. After clicking on **Add Administered**, VacTrAK will take you to the **Vaccination Detail Add**, wherein you may enter all the pertinent information for your correct vaccination. Be sure to click the Click to select text next to the Manufacturer field to select the lot available at your facility that will auto-populate all of your vaccine lot information. Once all the fields are filled out, click on the **Save** button in the lower right-hand corner.

Vaccination Detail Add	
Vaccine 1:	Novel H1N1,Nasal
Date Administered:	10/21/2009
Historical:	<input type="radio"/> YES <input checked="" type="radio"/> NO
Confidential:	<input type="radio"/> YES <input checked="" type="radio"/> NO
Manufacturer:	MEDIMMUNE, INC. <a href="#">Click to select</a>
Lot Number:	HNT1234
Lot Facility:	ADULT CARE
Publicly Supplied:	Y
Vaccinator:	--select--
Facility:	ADULT CARE
Anatomical Site:	--select--
Anatomical Route:	--select--
VFC Status:	Patient is not VFC Eligible.
Region:	4
VIS Publications Dates:	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/>
Date VIS Form Given:	10/21/2009
Comments:	<input type="text"/>
<div> <a href="#">Cancel</a> <a href="#">Save</a> </div>	

13. The correct vaccination information will now appear in the Vaccination View/Add screen.

Patient			
Name:	ADDISON TESTING	SIIS Patient ID:	927633
Date of Birth:	04/19/1986	Age:	23 yrs
Guardian:		Status:	Active

[Print Page](#)

Vaccination View/Add						
(*- Historicals , #- Adverse Reaction , !- Warning , +- Unverified Historicals , ^ - Compromised Vaccination , C - Confidential Services )						
Documented By: ADULT CARE						
Double-click in any date field below to enter the default date: 10/20/2009						
Vaccine	1	2	3	4	5	6
Influenza Split	08/12/2009					
Novel H1N1,Nasal	10/21/2009					
DT (Pediatric)						
DTaP						